

2011 LIHEAP Program Year
SAMPLE HOUSEHOLD TALLY SHEET BY POVERTY LEVELS WITH INSTRUCTIONS
FOR HEAP W/P/O, ECIP W/P/O/ HCS, AND WX
(Based On Federal Fiscal Year 2010 Poverty Guidelines)

Size of Family Unit	POVERTY LEVELS AND MONTHLY GROSS INCOMES				
	Under 75%	75% - 100%	101.01% - 125%	125.01%-150%	Over 150.01%
1	< 676.88	676.89 – 902.50	902.51 – 1128.13	1128.14 – 1353.75	1353.76 and greater
2	< 910.63	910.64 – 1214.17	1214.18 – 1517.71	1517.72 – 1821.25	1821.26 and greater
3	< 1144.38	1144.39 – 1525.83	1525.84 – 1907.29	1907.30 – 2288.75	2288.76 and greater
4	< 1378.13	1378.14 – 1837.50	1837.51 – 2296.88	2296.89 – 2756.25	2756.26 and greater
5	< 1611.88	1611.89 – 2149.17	2149.18 – 2686.46	2686.47 – 3223.75	3223.76 and greater
6	< 1845.63	1845.64 – 2460.83	2460.84 – 3076.04	3076.05 – 3691.25	3691.26 and greater
7	< 2079.38	2079.39 – 2772.50	2772.51 – 3465.63	3465.64 – 4158.75	4158.76 and greater
8	< 2313.13	2313.14 – 3084.17	3084.18 – 3855.21	3855.22 – 4626.25	4626.26 and greater

After service has been provided to the client, follow these instructions. A separate tally sheet must be used for each type of service (HEAP W/P/O, ECIP W/P/O/ HCS, WX):

1. In the chart above, find the number of people that are in the client's household using the "Size of Family Unit" column.
2. Follow that line across to find the column that contains the correct range for the client's monthly gross income.
3. Note the poverty level identified at the top of that column.
4. Using the tally sheet below, mark the household once in the correct poverty level column.
5. A total of these households will be reported to CSD on the bimonthly reports.

For example: A client receives HEAP W/P/O service. There are three people in the family with a monthly gross income of \$1615.00, which is in the 101% - 125% poverty level range. In the sample chart below, the household is shown as receiving service on 1/04/11 and is recorded in the 101% - 125% column. (See the checkmark highlighted with a square in the tally sheet below).

SAMPLE TALLY SHEET						
Type of Service—check one: <input checked="" type="checkbox"/> HEAP W/P/O <input type="checkbox"/> ECIP W/P/O/ HCS <input type="checkbox"/> WX						
Dates of Service	P O V E R T Y L E V E L S					Totals
	Under 75%	75% - 100%	101% - 125%	126% - 150%	Over 150%	
1/4/11	✓✓✓✓	✓✓✓	<div style="border: 1px solid black; padding: 2px; display: inline-block;">✓</div>	✓✓	✓✓	12
1/7/11	✓✓	✓✓✓✓	✓✓	✓✓✓	✓✓	13
1/12/11	✓	✓✓	✓✓✓	✓		7
1/14/11	✓✓✓	✓✓✓	✓✓	✓✓	✓✓✓	13
1/20/11	✓✓	✓✓	✓✓✓✓	✓✓✓	✓	12
1/25/11	✓✓✓✓	✓✓✓✓✓	✓✓✓	✓✓	✓✓✓✓	18
1/28/11	✓✓✓	✓✓✓✓	✓✓✓✓✓	✓✓✓	✓	16
Sample Totals	19	23	20	16	13	91

*** DO NOT SUBMIT THIS TALLY SHEET TO CSD.**

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TALLY SHEET (A separate sheet must be used for each type of service.)						
Type of Service—check one: <input type="checkbox"/> HEAP W/P/O <input type="checkbox"/> ECIP W/P/O/ HCS <input type="checkbox"/> WX						
Dates of Service	P O V E R T Y L E V E L S					
	Under 75%	75% - 100%	101% - 125%	126% - 150%	Over 150%	Totals
Totals	#	#	#	#	#	#

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